

# CAMERON HOUSE CHILDREN'S HOME

## STATEMENT OF PURPOSE 2017



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## STANDARD 1: QUALITY AND PURPOSE OF CARE

### 1. The range of needs of the children

Cameron House is a privately run children's home that caters for children and young people with autism and learning disabilities ranging in age from 12 to 18 years old.

Young people may be placed at Cameron House for a variety of reasons. These include:

- Residential short or long term respite placements for families
- Full placement care for young people who are unable to live with their families
- Emergency placements if the initial assessment confirms suitability and ensures the needs of young people can be met by the staff team.

Specifically we work with a broad range of complex needs, which include:

- Autistic Spectrum conditions
- Moderate or severe learning difficulty
- Attention Deficit Hyperactivity Disorder
- Global developmental delays
- Oppositional defiant disorders
- Specific language/communication difficulty
- Asperger's syndrome
- Social and emotional difficulties.

Cameron House is mainly a children's home and has five beds available for permanent placement use and one bed available for respite placement use. This division may be subject to change via agreement and notification to Ofsted.

## **2. Our ethos and the outcomes that we seek to achieve**

The staff team work to ensure that the following ethos and values are an integral part of life at Cameron House:

- The staff team's work reflects the belief that every young person has the right to be treated as an individual. Given this universal basis, each young person will need a program of support and progression designed to meet their own needs and aspirations.
- We recognise that in order to offer an outstanding service, the needs of the individual must lie at the heart of everything we do
- The staff team has a responsibility to make sure that young people in residential care are protected and safeguarded against any form of abuse and neglect.
- Cameron House will ensure that children and young people are able to develop and maintain self-respect, self-reliance and self-care skills and enable them to make as many informed choices as possible.
- Cameron House will initiate, renew, maintain and support family links – working towards partnerships with parents and forging contacts with the community.
- Staff should be carefully selected and recruited to address gender, age and ethnic balance in order to reflect diversity and positive role models.
- Our staff team strive to offer a safe 'family' environment that promotes growth and wellbeing.
- Staff will have opportunities to develop through training, supervision and appraisal.

### **Outcomes that Cameron House seeks to achieve**

The service is designed to achieve wellbeing, fulfilment and positive outcomes for young people accommodated in our home. The service's proactive approach to care is based on young people's assessed needs and aims to promote personal growth and life-enhancing experiences, irrespective of young people's gender, race, ethnic origin, disability, age, nationality, sexuality, religion or belief.

The vision of the home is focused on the experience of young people. The home articulates high ambitions for what young people could achieve in their lives, building young people's aspirations.

The home aims to achieve good health and emotional wellbeing for children and young people accommodated at the home. The home has a Health Care plan in place

which is regularly reviewed. The home ensures that young people have access to all the necessary services they need to respond to their needs and medicines are administered in line with agreed protocols. Developing young people's self-view and emotional resilience is central to the care the home provides.

The home supports young people to attend school and achieve at school. The home has in place an “*Outcome-based Life skills program*” where our in-house occupational therapist sets monthly targets for young people to develop independent life skills and self-help skills.

Young people will be supported in a wide range of areas including self-care, daily living, vocational, leisure, communication, choice-making and managing their own behaviour.

We aim to provide containment for challenging behaviour when it occurs by reinforcing the positive behaviour and building trustful relationships with staff. Children and young people are actively and positively involved in activities in the community.

#### **Our approach to achieving these outcomes:**

- Ideal facilities and resources.
- Ensuring appropriate staffing levels in order to promote their welfare.
- Adequate skilled staff. Our comprehensive training and development programs reflect this importance in its quality and frequency.
- A key worker system. The key workers have special responsibility for a particular child. Each of the young people in placement have allocated keyworkers. A significant part of this role is to deliver focused key sessions in line with the individual targets identified for each of the young people in placement. The home records and captures these in the young people’s “*Enjoyment and Achievement Files*”. At the front of each file there is a planning and monitoring sheet which plans the sessions to be delivered each month. At the end of the month there is a review of the progress made by the young people. The home uses pictures and short written explanations to illustrate the work taking place and the progress made by the young people.
- Individual young person’s needs identified through: Daily Living plans; Risk Assessments; up-to-date LAC information; key worker role; Personal Education and robust Transition plans; young people’s and staff meetings; robust handovers; and social worker and parental input.
- In house occupational therapist who works with staff to promote, maintain, and develop the skills needed by young people to be functional in their

everyday lives. Active participation in life promotes: learning, self-esteem, self-confidence, independence, social interaction.

- The home employed a Psychological Wellness Practitioner to support the development of the staff's practice in using the Applied Behaviour Analysis approach in the home.
- The home has a Senior Practitioner who coordinates sensory activities and other therapeutic activities in the home.
- The home liaises with professionals who provide a range of expertise relating to care, health and education.
- The home engages with the wider system to ensure each young person's needs are met and will challenge, for example the placing authority if the young person's needs are not being met.

A wide range of methods are utilized to effectively track and to evidence positive outcomes and attainment, including: Enjoyment and Achievement files, observation charts, rewards folder and Lucky Dip, individual education plans. We use evidence files, certificates, interim and annual review reports, LAC and PEP reports, merit charts, displayed work, photographs and portfolios.

### 3. A description of the accommodation offered by the home

Cameron House caters for children and young people of both sexes with autism and learning disabilities ranging in age from 12 to 18 years old. In accordance with Ofsted “Wholly or mainly” requirement, the home can accommodate a young adult or adults, provided that it accommodates more children than adults. Cameron House can accommodate up to 6 children and young people at any one time.

The home has five single bedroom located on the first floor and one single bedroom on the ground floor. The lounge, dining area, laundry facilities and kitchen are also situated on the ground floor leading to the patio door, which opens out onto the rear garden.

The bedrooms are light and airy, and special attention has been paid to ensure that they have been decorated to enhance a family atmosphere/environment, allowing children/young people to relax in the privacy of their rooms. Young people are encouraged to personalise their own rooms.

Facilities available to young people include one shower and one bath facilities. The ground floor accommodates several facilities. The Red room is a play area and is also designed for relaxation. The lounge is used by young people to watch TV, play and interact. There is also a quiet room off one of the lounges, for the young people to have some quiet space when needed.

The home benefits from having a large garden equipped with a trampoline. The back garden has a new wooden decking which provides a great outdoor area to dine and relax in.

The home benefits from having its own minibus which is used to transport young people to and from school and ensure easy access to a wide range of community resources.

In summary, current facilities & services include:

- Sensory Room
- Activity Room

- Access to a PC
- Chill room/quiet room
- Fully furnished individual bedrooms
- Laundry facilities
- Communal lounge & Separate communal Dining Room
- Communal Kitchen
- Books / Games / Toys
- In-house occupational therapy input
- Individual activity plans including a wide range of activities
- Life Skills Program
- Community interaction

Day to day life is about living and working together in a positive and calm atmosphere.

#### **4. Description of the location of the children's home**

Cameron House Children's Home is a six bedded residential home situated in Seven Kings, a district of Ilford in north-east London, England. It is part of the London Borough of Redbridge and forms part of the Ilford post town. The geographical location of Cameron House embraces numerous leisure centres and educational facilities, all within easy access by public transport. The home is located in a community that offers good local amenities, including a doctor's surgery, chemist, and a number of churches, library, superstore, post office and an overground service.

#### **5. The arrangements for supporting the cultural, linguistic and religious needs of children**

It is important that young people retain their cultural identity, thus full support and encouragement of religious observance is given to achieve this. When appropriate, the staff team will work in partnership with a young person's family to facilitate religious observations including attendances at services, following any dietary requirements and any religious rituals a young person may wish to partake in.

Efforts are taken to ascertain the family experience of each child including cultural factors in terms of moral values, behavioural norms and lifestyle. Individual Placement plans reflect cultural, religious and ethnic requirements.



## 6. The complaint procedure

Young people are helped to understand how they can make representations and complaints. The home promotes advocacy and legal representation for young people with disabilities. On admission young people and their parents are provided with the Children's Guide which outlines the home's approach to care. This includes a clear process for making a complaint if a concern is being raised about the quality of service. We will ensure this information is provided in a format which aids understanding. Young people, their family, significant other or independent visitor are supported through the process and given information concerning access to an advocate.

Cameron House defines a complaint as 'a written or oral complaint from a young person, representative, relative or significant person concerning the quality of care'.

In dealing with in-house complaints Cameron House staff will adhere to the decisions and timescales laid out in its policies and procedures. Cameron House will co-operate fully with any complaint dealt with by the placing authority.

If a person has a complaint about the home they can express their concerns with the Registered Manager or in her absence with a Senior staff on duty. The home's complaint policy can be obtained from the home's manager or a senior staff member on duty.

Cameron House has a complaint leaflet that can be completed and will be promptly responded to. All complaints are recorded in the Complaint book. Child protection complaints are dealt with according to the London Child protection procedures 2016.

The team endorse the view that, whenever possible, complaints should be dealt with informally. At the same time, however, the team acknowledges that if an informal resolution is not possible, the process for making a complaint must allow for an examination by someone who is not directly involved in the care of the young person concerned. Finally, the team acknowledges the importance of young people and their families having the right to complain to their placing local authority, Ofsted and local LADO.

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**Telephone: 0300 123 1231 - Children's Services and General Enquires  
60085 – for text messages**

**These help lines are available from 08.00 to 20.00, Monday to Friday.  
email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)**

If neighbours, members of the public would like to consider making a complaint this can be done using the manager's email address [Cameron.manager@lodgegroup.com](mailto:Cameron.manager@lodgegroup.com) or they can simply call the landline number on [02085979685](tel:02085979685) where the manager or a senior staff on duty can assist with any concerns. We will always inform the complainant how things have been resolved.

The Registered Manager monitors any complaints or concerns. The Independent Person monitors any complaints received and how they have been dealt with.

The Registered Manager will supply to Ofsted, at its request, a statement containing a summary of any complaints made during the preceding twelve months and the action that was taken. The Complaints forms and a copy of the complaint procedure are kept in the office and can be obtained either from the home Registered Manager or senior staff on duty.

## **7. How a person, body or organization can access the home's child protection policies and the behaviour management policy**

The child protection policy and behaviour management policy can be obtained by a person, body or organisation involved in the care or protection of a child from the home Registered Manager or in her absence from a senior staff on duty.

## STANDARD 2: VIEWS, WISHES AND FEELINGS

### 8. Consultation with the children accommodated about the quality of their care

Any child placed at Cameron House is given the opportunity to participate in and shape the overall ethos, nature and routine of the home. Children and young people accommodated at Cameron House are being given information and choices about daily life in the home and the wider plan for their care. Also, young people's families or other significant people are encouraged and supported to take part in the life of the home and in decisions about young people's lives.

Young people have the opportunity to exercise their choices of food, personal hygiene and activities during Young People's meetings. The home keeps records of such meetings and their choices are incorporated in the Weekly Menu and Weekly Activity Planner. Young people are encouraged to make informed decisions and pictorial aids are available throughout the home.

Subject to their age and understanding, young people's views on the quality of their care are regularly sought through service user's questionnaires. Due to young people's disability of autism, all efforts are made to provide questionnaires and choices in an accessible, child-friendly format. Therefore, in order to ensure effective communication with young people, the home promotes the use of alternative communication such as:

- Picture Exchange Communication System (PECS)
- Widgit Communicate in Print
- Sign Language (Makaton)
- Interactive Communication Boards
- Communication Cue Cards
- Conversation Books
- Social Stories
- Body Language

Cameron House has transparent systems and opportunities for young people to contribute to decisions about the home, as well as individual sessions with young people to ensure that they are consulted about their individual plans.

## 9. Anti-discriminatory practice. Children's rights

We are committed to ensuring that all young people, staff, visitors and their families have equality of opportunity and freedom from discrimination. We recognise and respect diversity in our society and will provide a consistent quality of service without discrimination on grounds of gender, ethnic origin, sexual orientation, age, social class, disability or religious beliefs.

We respect and promote people's differences, challenge oppressive discriminatory attitudes and behaviour and actively encourage young people to develop the ability to live and positively participate in a diverse society.

The staff team at Cameron House aims to be continually aware of the ways in which certain groups within society are disadvantaged, particularly in relation to age, gender, ethnicity, religion, class, disability and sexual preference. In order to help address inequality and disadvantage, the Cameron House team embraces diversity.

Our policy is underpinned by the Human Rights Act principles:

**Fairness** - right to a fair hearing

**Respect** – respecting people's right to privacy and confidentiality

**Equality** – freedom from discrimination

**Dignity** - freedom from inhuman and degrading treatment

**Autonomy** – the right to be involved in decisions that affect you

**Rights**

We have a commitment to young people's rights and entitlements as set out in The Children Act 1989 and The United Nations Convention on the Rights of the Child and which are further endorsed within Quality standards and Children's Home Regulations 2015.

### Confidentiality

We will treat all personal information respectfully, sensitively and confidentially. The team is committed to sharing personal information with other professionals about a young person on a "need to know" principle.

## STANDARD 3: EDUCATION

### **10. Details of provision to support children with special educational needs**

We believe that education is a passport to adult success, achievement and wellbeing. Every looked after child has the right to fulfill their true potential and we encourage this by prioritising educational progress and achievement, developing emotional resilience and encouraging play and recreational activities.

We acknowledge the importance of education within young people's lives and we will work in ways that support and help young people to reach their potential within their education. We will therefore ensure that we support and contribute to the young person's Personal Education Plan and Education, Health and Care Plans.

Cameron House also sets monthly targets for young people covering important areas such as Communication, Daily Living Skills, Social Interaction and Use of Community Resources, Behaviour and Arts and Sensory Development. The targets are reviewed by the home on a monthly basis.

It is recognised that continuity within a young person's education is important and wherever possible young people are supported to attend their existing school or college. If for some reason a young person of school-age cannot attend, or is not on the school roll, staff will liaise with the young person's social worker and the Education Department to secure a place at school or other education provision. Great emphasis is placed on finding the young person a school place as quickly as possible. If the young person does not have a school place, the home will work alongside the young person's Local Authority's education officers to ensure that an educational support package is available either in the home or elsewhere until a place can be found.

### **11. The home is not dually registered as a school.**

### **12. Arrangements to promote the educational attainment of children**

All staff promote ideas of development and education by full participation at progress meetings at school, taking an interest in the child's school work and activities, checking homework diaries, keeping in contact with school and attending parents' evening and school 'social events'.

Parents are encouraged, where appropriate, to remain involved in their child's education and are kept informed of parents' evenings and other school events. Staff maintain contact with the young person's school, and seek regular information about their progress. Staff has high expectations for young people's potential and support them to consider their plans after compulsory schooling. Staffs use external expertise to advise young people on all the options available to them.

All young people have access to the recreation/activity room with internet access, as well as space within their own rooms to do homework. The young people have access to a range of educational resources to support their learning experience and have opportunities beyond the school day to engage in activities which promote learning. Encouragement and support are given to young people to pursue academic and social activities that enhance their development.

## STANDARD 4: ENJOYMENT AND ACHIEVEMENT

### **13. The arrangements for enabling children to enjoy and achieve. Promotion of leisure, sport and cultural activities for young people**

Cameron House is within easy access of local amenities. These include a health centre, sports centre, general hospital, café, general store, post office and video rentals. Within walking distance there are several park areas, swimming pool and nature centres. Seven Kings Park is a large open space containing sports facilities such as tennis courts, a sports ground, and a bandstand; there is also Westwood Park, a smaller open space and playground in Meads Lane. All the activities are recorded in the individual *Enjoyment, Achievement and Independence* files.

Seven Kings town centre is easily reached by walking, by bus, car and train. Ilford town centre and surrounding areas host a vast array of shops, leisure facilities, information centres and library facilities. All within walking distance and served by good transport links.

Within the community young people benefit from having regular outings to local parks where they can use facilities such as swings, slides and climbing ropes and also trips to London Aquarium, London Zoo, boat trips, bowling, swimming and many more.

Interest shown in other past-times will be recognised, engagement with local charity events and organisations which enable the young people to make positive contributions to the wider community will be encouraged.

Birthdays, Christmas, Halloween, themed days and religious festivals, as appropriate, are celebrated with young people.

## STANDARD 5: HEALTH

### 14. Details of health care

Good health care implies a positive approach to health and includes prevention and vigilance in terms of developmental progress, as well as treatment for illness and accidents. Health care will be an integral part of the placement plan and will be assessed within the overall reviewing process.

We regard health protection and promotion of young people as an important part of our role at Cameron House. We will therefore work with the young people and appropriate health professionals to develop a Personal Health Plan. The plan provides a history and record of young people's health care and covers the whole range of potential health needs, including physical, emotional and sexual health.

We support children and young people with ongoing or specific health needs. Young people have regular dental, health and eye sight check-ups to ensure that all health needs are met. We liaise with several services such as CAMHS (Child and Adolescent Mental Health Services), community pediatricians, occupational therapy, speech and language therapy. Whilst respecting young people's rights and privacy, they are supported in getting help with any illnesses or health issues that they experience.

Our service promotes a healthy diet and young people receive encouragement to make better nutritional choices and enjoy healthy, nutritious meals. Young people are helped to grow vegetables in the garden, aiming to promote a healthy lifestyle and develop daily living skills.

First Aid Training and Medication Handling are regularly provided to staff members to ensure they are qualified first aiders and competent to handle medication safely.

Medication is administered only by competent designated staff who maintain accurate medication administration records. Physical activities such as going for walks, swimming or trampolining are effectively incorporated in young people's Activity Planner.



## STANDARD 6: POSITIVE RELATIONSHIPS

### **15. The arrangements for promoting contact between children and their family and friends**

For the young people receiving short breaks care, contact arrangements are not applicable. For the young people receiving permanent care at Cameron House, staff will encourage and facilitate whatever contact is required and agreed to be appropriate. Young people will be encouraged to spend as much time as possible within the family home and their local community.

The parents of young people, other family members, legal guardians and significant others will be encouraged to participate in all aspects of the general welfare of the young person (where appropriate).

The home provides young people with access to a private telephone line and post at reasonable times and following appropriate risk assessment. Parents and significant others are always welcome to visit. However, it is advisable to notify staff of intended visits, thus allowing for appropriate planning within the home.

## STANDARD 7: PROTECTION OF CHILDREN

### 16. Electronic and other surveillance techniques used

CCTV monitoring system has ceased to be in operation. The CCTV surveillance of the external premises is no longer operational at Cameron House.

As part of our procedure in working with the young people placed in our care we have assessed that access into and out of the building via the front door requires the use of the fitted 'Twist Release Thumb Lock' and quick release door chain, this measure has been put in place as a delaying technique if there is a situation in which a young person is displaying challenging behaviour. The home has sought consent from the people with parental responsibility/local authority.

### 17. Details of the home's approach to behavioural support

The Behaviour Management Policy sets out how appropriate behaviour is promoted in the home and the measures of control, discipline and restraint which may be used in relation to children in the home.

The home benefits from behavioural support from a Psychological Wellness Practitioner and their work is to support the development of the ABA practice in the home. In order to achieve that Some of the recording systems in place have been reviewed, for example the "*behaviour modification chart*" for each of the young people in place. The charts target specific behaviours through completing a functional assessment of the specific behaviour and developing a positive replacement behaviour which is reinforced by the staff's day to day practice. The home has also introduced "*Weekly Behaviour goal chart*" for each young person which is reviewed every month to see the changes and make the possible correction in approaches. The psychologist also compiles "*Functional Behaviour Analysis*" for young people on a quarterly basis and outlines any positive changes in behavior and intervention for the future. "*Sensory assessments tools, Motivational assessment scale/Reinforcement Assessment scales*" are also used to enhance our applied behavior analysis practice.

Staff at Cameron House are committed to improving knowledge and strategies to promote positive behaviour in relation to people with autism spectrum conditions.

Cameron House staff have an understanding of the possible causes of behaviour that presents a challenge in the context of autism and use the principles of positive behaviour support to explore how support can be person centred and proactive. Staff are trained in principles of attachment theory and understand the importance of young people forming secure attachments with adults based on trust.

Cameron house aims to provide an “autism friendly” environment and create good foundations, structure and consistency in order to prevent behaviour issues from arising and escalating further.

Cameron House promotes positive behaviour through adjusting the physical environment, enabling a sensory, visual and social environment and promoting promote good communication. Cameron House is committed to using autism specific approaches and strategies such as the use of PECS, Social stories, Intensive interaction etc. and advocates the need to support the individual to develop skills in those areas of difficulty specific to autism such as flexibility, communication, social skills and self-knowledge.

Cameron house has developed an ethos and culture of designing personalised intervention strategies and personalised plans tailored specifically to meet the needs of the individual. We aim to promote young people’s positive behaviour through offering them choices and opportunities to make informed decisions about their placement, routines or running of the home. We promote positive behaviour through rewarding acceptable and constructive forms of behaviour, ensuring young people have plenty of positive experiences and positive responses from staff.

Positive adult role modelling and relationships between staff and young people are key to providing the appropriate balance between care and control. Cameron House is of the opinion that when young people feel part of a positive relationship, this helps to generate respect, confidence and trust in others. Once young people start to invest in positive relationships with staff and benefit from secure attachments they also begin to take steps towards more positive behaviour.

The Children’s Guide contains clear information about expected behavior in the home. The staff team at Cameron House will also communicate with young people about what is acceptable and unacceptable behavior and reinforce in the day to day practice. Furthermore, it is the responsibility of staff to maintain safe and appropriate boundaries with and between staff and young people.

Even though the emphasis and aim of the team is to promote, acknowledge and reward positive behavior, appropriate sanctions may be used to teach young people that their actions have consequences.

## The home's approach to the use of restraint

The restraint of a young person is not part of sanctions or punishment. There are occasions when the use of restraint may be necessary but this is only used if the young person is likely to seriously injure themselves or others. All restraints and physical interventions are clearly recorded and monitored by the manager who regularly reviews the effectiveness.

Restraint is only used in circumstances where there are good grounds for believing that the young person is placing him/herself or other people in immediate danger or where there is a likelihood of significant damage to property. Restraint is only used as a last resort and when other methods have proved to be unsuccessful. The home uses low level physical intervention to guide the young person to a safer area such as the padded room. (e.g hand on hand hold, side by side; ground hold restraint is to be avoided as this poses greater risks, however it can be used if the young person already dropped to the floor and other techniques to avoid the use of restraint did not work or there was so time to implement such techniques).

A written report must be kept on the young people's file within 24 hours of the use of a measure of control, discipline or restraint in relation to a child in the home and this record will include all the elements required by Regulation 35 of the Children's Home Regulations 2015:

- the name of the child;
  - details of the child's behaviour leading to the use of the measure;
- the date, time and location of the use of the measure;
- a description of the measure and its duration;
- details of any methods used or steps taken to avoid the need to use the measure;
- the name of the person who used the measure ("the user"), and of any other person present when the measure was used;
- the effectiveness and any consequences of the use of the measure; and
- a description of any injury to the child or any other person, and any medical treatment administered, as a result of the measure;
- within 48 hours of the use of the measure, the registered person, or a person who is authorised by the registered person to do so ("the authorised person")— has spoken to the user about the measure; and has signed the record to confirm it is accurate; and

- within 5 days of the use of the measure, the registered person or the authorized person adds to the record confirmation that they have spoken to the child about the measure.

Training in Physical Intervention and Breakaway techniques for staff working at Cameron House is carried out in accordance with the guidelines set out by NIMHE – National Institute for Mental Health in England 2005, NICE –2005 Violence Clinical Practice Guidelines and NHS Security Management Services 2005. The training covers the risks associated with physical restraint and how to minimise those risks through risk assessment and awareness and compliance with regulations. Staff develop the skills and knowledge required to enable them to safely apply appropriate and effective methods of restraint using non pain compliant methods of control. The physical intervention techniques are regularly practiced during staff meetings so that the staff team remain up to date with the methods of control used in the home and consistency is ensured throughout the team.

Our in-house Physical Intervention trainers can deliver regular refresher training in managing young people’s behaviour to help minimise the use of restraint to young people and apply safe physical intervention only as a last resort. The staff will undergo refresher training at 12 months intervals or if they require extra training or support in the restraint techniques.

## STANDARD 8: LEADERSHIP AND MANAGEMENT

### 18. Name and work address of registered provider, responsible individual and registered manager

**Registered Provider: Lodge Group Care UK Ltd**

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199 South Street

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**Registered Manager: Alina Opris**

Cameron House Children's Home

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**Responsible Individual: Jeffrey Darnell**

Victoria House

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Tel: 01708 548250

## 19. The staff team and their qualifications

The Home is staffed by a dedicated team of male and female workers, who are experienced at helping and supporting young people and their families. The diverse nature of the team in terms of age, gender, ethnicity, experience, skill and qualification provides the opportunity to promote a positive view of difference to young people. Furthermore, it is diversity that the team is committed to continually building and extending upon.

All staff is introduced, as part of their induction training, to child protection procedures, health and safety and fire safety training, medication and first aid and the recording of information, prior to starting work within the home. There is a further program of basic training, which should be completed within the first 6 months of employment, for example physical intervention and restraint and autism awareness training. All staff working at the home hold as minimum Level 3 Children & Young Peoples Workforce Diploma or currently working towards achieving this qualification. Level 3 Diploma is available to all contracted staff members following a probationary period. The Registered manager has completed her Level 5 Diploma in Leadership and Management in Health and Social Care.

Number	Job Title	Qualifications	Residential experience
1.	Registered Manager AO	HCPC registered Social Worker, BA in Social Work  NVQ level 5 in Management and Leadership in Health and Social Care  NVQ level 3 in Caring for children and young people	7 years
2.	Team Leader AM	NVQ level 3  NVQ level 5 in Management and Leadership in Health and Social Care	10 years
3.	Support Worker TM	NVQ level 3	3 months
4.	Support Worker BO	NVQ level 3	8 years
5.	Support Worker BK	Currently undertaking a Level 3 Diploma	3 years



6.	Support Worker CC	Currently undertaking a Level 3 Diploma	1 year
7.	Support Worker CP	NVQ level 3	7 years
8.	Support Worker HN	Currently undertaking a Level 3 Diploma	1,5 years
9.	Support Worker JI	NVQ level 3	5 years
10.	Support Worker JK	NVQ level 3. Currently undertaking NVQ level 4	7 years
11.	Senior practitioner JM	NVQ level 3	4 years
12.	Support worker KG	NVQ level 3	2 years
13.	Support Worker LA	Currently undertaking a Level 3 Diploma	7 months
14.	Support worker NH	Currently undertaking a Level 3 Diploma	3 years
15.	Support worker AA	NVQ level 3	7 years
16.	Support worker RN	NVQ level 3	3 years
17.	Support Worker RS	NVQ level 3	2 years
18.	Support Worker TB	NVQ level 3	3 years
19.	Support Worker VB	Currently undertaking a Level 3 Diploma	5 months
20.	Support Worker KS	NVQ level 3	3 years

Other staff employed by the home:

1.	Occupational therapist	Bachelor of Applied Science (BASc), Occupational Therapy
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2.	<b>Psychological Wellness Practitioner</b>	<b>Graduate Basis for Chartered Membership</b> British Psychological Society.  <b>Professional Doctorate in Counselling Psychology (2016-2020)</b> Roehampton University, London, UK  <b>MSc (Cognitive &amp; Clinical Neuroscience) 2014</b> Anglia Ruskin University, Cambridge, UK.
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## 20. The organisational structure of the home



Lodge Group Care UK Director is John Timbs and the Responsible Individual for the home is Jeffrey Darnell. The Registered Manager, Alina Opris has overall responsibility for the operation and function of the home. The Registered Manager oversees the welfare of children accommodated at the home through observation and engagement.

The Team Leader will deputize in the absence of the Registered Manager and will ensure the staff team undertake various responsibilities effectively. The shift leaders take responsibility for the smooth running of the shifts and report any issues to the management team.

Staff on duty:

1. A minimum of two staff will be in the home at one time, day or night. Where identified as beneficial or through Risk Management, staffing levels are increased to meet the young people's need
2. Every shift has a designated shift leader who will ensure that all duties and tasks have been accordingly undertaken within the shift.
2. No staff member will be left alone in the home with any of the young people.
3. The manager and three Seniors have flexible working arrangements to ensure one or more of the management Team are on the rota to cover holidays, days off and sickness there and a senior member of staff will be on duty at all times.
4. The Home Manager will be available (on call) at all times,
5. Short Term gaps in rota occur, due to sickness, training or leave, these will be met by the use of bank staff or if necessary, agency workers provided by an approved agency. Wherever possible we use agency workers who are previously known to Cameron House. All agency workers must provide proof of identity and evidence of their DBS status when they come on duty
6. Staff are required to work on a rota basis of 7am – 14.30pm / 14.30pm – 21.30 pm and a waking night staff from 21.30 pm to 07.00 am. 'Sleep in' is also required on the premises on a rota basis.
7. Our children's home provides 24 hours / 7 days per week care service and this enables contact to be available at all times.

### **Arrangements for the professional supervision of staff**

Supervision is a vital part of supporting, managing and developing the staff team. The new staff members on probationary period will receive more frequent supervision, every 6-8 weeks to discuss the new employee's transition into the organization, get status on work activities, hear any pending issues or needs, and establish a working relationship with the team members. After this period, formal

supervision is quarterly. Supervision sessions are recorded and staff are required to read and sign their notes, which are then placed on the staff member's file.

Supervisions are a good opportunity to bring up personal worries and concerns and identify personal developmental needs such as trainings or courses.

## **21. Staffing gender balance**

At Cameron House Children's home gender balance is taken into consideration on each shift in order to promote diversity among staff. The recruitment and selection policy is designed to provide a fair, robust and efficient recruitment and selection process which complies with current legislation and best practice.

## STANDARD 9: CARE PLANNING

### 22. Admission criteria

Cameron House is a resource for children and young people of both sexes with learning disabilities, autism and challenging behaviour aged 12-18 years. Accommodation is available for up to six young people at any one time.

Admissions are on a planned basis. In exceptional circumstances care may be provided for a child or young person who has been assessed as in need of accommodation and immediate risk and for whom no other more appropriate placement is available. In such circumstances, the age criteria must still be met.

Decisions about admitting a young person to Cameron House will take into account:

- Whether the young person fits into the available places
- Whether the Home can meet his or her needs
- Whether the Home can manage the young person's behaviour within the current group of residents.
- Whether introductory visits to meet the young person and for them to visit our provision have been successful
- Whether the young person agrees to the placement.

All referrals for admission to Cameron House will be made to the Registered Manager. When the Registered Manager has all the necessary information in working towards good practice, planned visits where possible will be timetabled and implemented to enable smooth transition. In order to avoid disruption and instability for the young person, the home will challenge the placing authority who asks to accept a young person in the absence of a complete and current relevant plan.

Referral information should include:

- statement of special educational needs;
- details of medical needs;
- a current care plan;
- an education report;
- a social care report;
- special professional report (s) as appropriate (e.g. Psychiatrist / Psychologist).

For all young people we keep an admissions register and an attendance register for young people receiving short breaks.

Cameron House's emphasis is on 'working together' with young people, families, placing authorities and other professionals involved in the placement planning, care management, monitoring and reviewing process.

## TAKE A LOOK AT OUR HOME



Reviewed by Alina Opris